

**SUPERVISING DENTAL ASSISTANT, CORRECTIONAL FACILITY
JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Study: June 3-5, 2008

Collective Bargaining Identification:

Job Analysis Conducted By: Cecilia Perrin, Staff Services Manager I
Office of Selection Services
Dianna Hansen, Staff Services Analyst
Office of Selection Services

Number of Incumbents: There are 4 incumbents in this classification
per the State Controller's Office Filled/Vacant
Position Report dated 6/01/08.

Names of the Subject Matter Expert(s) and their background:

Arthur Garbutt, Chief Dentist, Correctional Facility (CF) Deuel Vocational Institution

Dr. Garbutt has worked for the Department of Corrections and Rehabilitation for over 15 years. He has been Chief Dentist at the Deuel Vocational Institution for 4 years.

Lawrence Yee, Chief Dentist, Correctional Facility (CF) California Institution for Men

Dr. Yee, has worked for the Department of Corrections and Rehabilitation for over 28 years. He has been Chief Dentist at the California Institution for Men for 12 years.

John Maciel, Supervising Dentist, Correctional Facility (CF) California State Prison-Sacramento

Dr. Maciel has worked for the Department of Corrections and Rehabilitation for over 2 years. He has been a Supervising Dentist at California State Prison for 7 months.

John Puig, Supervising Dentist, Correctional Facility (CF) Folsom State Prison

Dr Puig has worked for the Department of Correction and Rehabilitation for 13 years. He has been a Supervsing Dentist at Folsom State Prison for 10 months.

Supervising Dental Assistant, Correctional Facility INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Specification
- State of Delaware Specification
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Other sources were viewed for information (e.g. California Department of Corrections and Rehabilitation Personnel Operations, State of Kansas); however, the information was not relevant to the job analysis and therefore not included.